

**DEPARTMENT OF THE ARMY  
GENERAL STUDIES BATTALION, 3747<sup>th</sup> MFTB  
UNIT 28130  
APO AE 09114**

AEUR-GS (351)

21 August 2004

MEMORANDUM FOR STUDENTS ATTENDING 42A1O RECLASSIFICATION COURSE

SUBJECT: Student Guide 42AO Phase I Course

1. On behalf of the staff and faculty of the 3747th Multifunctional Training Brigade, welcome to the Personnel Services Specialist 42A1O Reclassification Course.
2. The purpose of this memorandum is to provide you with all the necessary information to make your arrival and duty at the 3747th Multifunctional Training Brigade, in Grafenwoehr, Germany a pleasant experience.
3. Please review the attached student packet and ensure you are in compliance with the course guidelines as indicated. The point of contact for this headquarters is SGT Briscoe, at DSN 475-6061 or commercial 09641-83-6061.

5 Enclosures

1. Directions to Grafenwoehr Training Area
2. Map to Grafenwoehr
3. Required Uniforms and Equipment
4. Required In-processing Documentation
5. Pre-Execution Checklist

BRYAN M. DION  
LTC, AD, USAR  
Commanding

## 42A1O PERSONNEL SERVICES SPECIALIST STUDENT PACKET

### 1. Course Information

#### a. Dates / Times:

(1) **Report** No later than 1200 hours, 9 October 2004, to building #500. A soldier will be available at the reception desk inside the main entrance. For specific location refer to the directions to the Grafenwoehr Training Area in **Enclosure 1** and map to Grafenwoehr **Enclosure 2**. In order to be on time for in-processing, plan to arrive early and allow extra time for traffic jams on the German highways.

#### (2) Course Dates:

(a) In-processing is from 0930-1200, 9 October 2004, in Physical Fitness Uniform.

(b) Class Starts - 1300, 9 October 2004 (Saturday)

(c) Class Ends - TBD, 24 October 2004 (Sunday)

**b. Uniform:** During your entire stay, you will comply with AR 670-1, The Wear and Appearance of Army Uniform and Insignia. This regulation also provides guidance on wearing nametags, U.S. Army tags, Unit / ARCOM patches and all other authorized patches and rank insignia. Read AR 670-1. Ensure the required patches and grade insignia are always present on your individual uniforms. Also, pay particular attention to Chapter 1 of AR 670-1. It outlines personal appearance standards pertaining to hairstyles, fingernail standards, uniform fit and appearance, and wearing of jewelry and eyeglasses. The 3747th Multifunctional Training Brigade adheres strictly to the regulation.

(1) Report in **the Physical Fitness Uniform (PFU)**.

(2) During Class-**the Battle Dress Uniform (BDU)**. In addition to presenting a good military appearance, we recommend that you bring the uniforms and equipment listed in **Enclosure 3**. Formations will be conducted daily.

#### c. Course Structure:

(1) This entire 42A1O course consists of **124.4 academic hours**. There will be no breaks in training (this includes weekends).

(2) You are subject to dismissal if you miss **4 or more hours** of training or fail a test and a subsequent retest.

#### d. In-processing:

(1) You will report wearing the PFU, properly. You will present the required paperwork and documentation to the soldier at the reception desk. At that time, your

records will be reviewed for accuracy and completeness. You will then be assigned a room, issued the required materials, and given time to get settled in.

(2) If you are not in total compliance with AR 351-1, AR 600-9, or AR 350-15, you will not be enrolled. In accordance with AR 600-9 and AR 350-41, we will notify the first General Officer in your chain of command in writing of the reason(s) for non-enrollment.

(3) You must meet the Army's height and weight standards. As part of your in-processing, your height and weight will be measured. Should you exceed the height/weight standard for your age as outlined in AR 600-9, you will be taped. Should your taping reveal that you exceed the maximum allowable body fat percentage for your age group, you will not be enrolled in the course IAW AR 351-1, and AR 135-200, chapter 1.

(4) If you do not have the required documentation or meet the requirements of the course, you will not be enrolled.

**e. How to Get Here:** See enclosures 1 & 2.

## **2. Student Enrollment Qualifications and Requirements.**

Enrollment is open to all soldiers who require an entry-level qualification or reclassification based on present or projected duty in MOS 42A10 and have the required prerequisites.

a. In accordance with the FORSCOM/TRADOC Regulation 135-3, you must be qualified to receive an MOS (except for pending clearances or language training) where, upon completion of Phase I, orders can be published to award you a new MOS.

b. If you have a profile that prevents you from completing the course, you will be denied enrollment.

c. You must have with you, all required documentation. If you are missing any of the required documents or they are incorrect, you will not be enrolled. Do not depend on your unit to make sure the required documents are together. Take individual responsibility! If there are any questions call the POC listed in paragraph 6, below.

### **Student Requirements**

All Students must be:

1) Physically qualified or possess a waiver according to AR 40-501 and meet the physical standards of AR 600-9.

2) Assigned or pending assignment to MOS 42A10 and not have been awarded the MOS.

3) Enlisted personnel having a troop-program unit assignment will be attached to the RF school for training purposes only. Individual Ready Reserve (IRR) members and enlisted Army National Guard (ARNG) members are also enrolled in an attached status,

with the approval of Commander, U.S. Army Reserve Personnel Center (USARPERCEN), or State Adjutant General, respectively.

All students must have completed:

- 1) An initial period of active duty.
- 2) Weapons and / or other mandatory training prescribed in FORSCOM Reg. 350-2, an applicable Army training program (ATP), and an Army training and evaluation program (ARTEP).

The Reserve Component student receiving MOS 42A1O training will have:

- 1) A physical demand rating of moderately heavy.
- 2) A physical profile of 323222.
- 3) A qualifying score in aptitude area CL of 95 if tested prior to 2 January 2002; 92 if ASVAB was administered after 2 January 2002.
- 4) Type at a minimum speed of 20 net words per minute.
- 5) A minimum of two years remaining on their current enlistment at time course begins (ETS date no earlier than April 2006).

**Students must have in their possession at in-processing the following documents. (See Enclosure 4)**

- 1) **Pre-Execution checklist signed by the Commander. (See enclosure 5)**
- 2) **Valid military I.D. card (DD Form 2), ETS date no earlier than 4 April 2006.**
- 3) **5 copies of orders assigning student to the course.**
- 4) **DA Form 705 (PT Score Card) with a RECORD GO within 12 months of the course start date.**
- 5) **Any permanent profile and over 40 physical if applicable.**

Students arriving without this documentation will not be allowed to in-process.

### **3. Logistical Support**

**a. Billeting.** Generally, you will be required to stay in government provided billets at no cost to you. You may request an exemption to live in your permanent quarters, if you are a Noncommissioned Officer residing within 50 miles of Grafenwoehr. Billeting is not available for family members. **If you are scheduled to arrive the day prior, you will need to contact the unit in advance, to ensure billeting will be available.**

**b. Linen.** Students will be required to provide their own linen, to include sheet blankets and pillows, or a sleeping bag if so desired.

**c. Dining Facilities.** The post dining facility provides meals at no cost to you. The dining facility is in Building #101 in Grafenwoehr and located 1.5 miles from Billeting and the classroom. Meal times are shown in the Table below.

BREAKFAST	LUNCH	DINNER
0630-0830	1130-1300	1630-1800

**d. Postal Services.**

- (1) An APO is located within 1.5 miles of billeting and the classroom.
- (2) Incoming mail and other correspondence should be addressed as follows:

Military:	Civilian:
Rank and Name (42A1O) 3747th Multifunctional Training Brigade Unit 28130 APO AE 09114-8130	Rank and Name (42A1O) 3747th Multifunctional Training Brigade Bldg. 500, Room 109 Grafenwoehr Lager 92655 Grafenwoehr, Germany

**e. Finance**

(1) Finance services are limited. Therefore, you must plan for your financial needs and ensure that you have sufficient funds with you. We recommend a minimum of \$50.00. Personal checks may be cashed at the Main Post Exchange. The maximum amount will vary between \$ 150.00 - \$ 250.00. **Casual pay will not be available.** There is also an ATM cash machine located across the street from Grafenwoehr Main PX in front of the community bank building.

(2) If you are a 7<sup>th</sup> ARCOM soldier/student, you will be paid by your home unit.

(3) If you are in the IRR or IMA, you will be processed by the 3747th Multifunctional Training Brigade during in-processing. See **enclosure** the last five documents.

**f. Laundry and Laundry Facilities.** Washing machines and dryers are available in the billets, 24 hours a day for your use at no cost. You must provide your own detergent and supplies. If you want your BDUs cleaned and pressed, service will be available to you at a cost of approximately \$5.00 per set. Two-day service is customary.

**g. PX, Commissary and Ration Cards.** If you are not authorized U.S. Forces support from your employer and you are a 7<sup>th</sup> ARCOM soldier/student, you must obtain the authorization documents and ration cards from your home unit. If you are an IRR or IMA soldier/student, you will obtain the authorization documents and ration cards from the 3747th Multifunctional Training Brigade (Prov) during in-processing. To purchase rationed items, a copy of your orders, vehicle rental/leasing contract, and vehicle registration must be presented to the cashier at the time of purchase.

**h. Emergency Telephone Numbers / Contact Information.**

- (1) DSN: 475-8027 / 8028 (Grafenwoehr)
- (2) Commercial: 09641-83-8027 / 8028 (Grafenwoehr)

(3) Fax (DSN): 475-8029; Commercial: 09641-83-8029 (Grafenwoehr)

(4) E-mail: **3747th@hq.7arcom.army.mil** (Grafenwoehr)

**i. Valuables.** The safekeeping of valuables is a personal responsibility. Do not bring high value items to Grafenwoehr.

**j. Contraband.** Do not bring any items to Grafenwoehr that would be considered unlawful. Examples of contraband include drugs (other than prescribed by a physician), firearms, knives with blades exceeding 3 ½", etc.

**k. Sick Call / Medical Emergencies.** Report to your class leader between the hours of 0600 – 0700 with a DD Form 689 (sick slip) filled out completely for sick call. For medical emergencies after duty hours report to Grafenwoehr Dispensary in building 250. The student leader is responsible for informing the Cadre the following day that a situation requiring medical attention occurred after duty hours on the next school day. Sick call hours are from 0700-0800 on Monday, Tuesday, Wednesday and Friday. Thursday sick call will commence at 1300.

**l. Religious Services.** You are authorized to attend Religious Services: However, class will remain in progress throughout your time of your absence. The Cadre has coordinated with the Unit Chaplain at a specific time and location for services. The specifics will be announced upon your arrival to the school.